

Management Event Software System

User's Manual

MESS is created and managed by the General Council of the Assemblies of God. It is provided free of charge as a resource to assist Assemblies of God district offices manage their zone, sectional, and district Festivals.

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INTRODUCTION TO MESS

COMPUTER AND SOFTWARE REQUIREMENTS

Windows XP

The most recent version of Internet Explorer, Mozilla Firefox, or Google Chrome (Safari is not recommended)

High-speed internet connection for each computer using the software, preferably 1.5 Mbps download speed

Microsoft Word

Microsoft Excel

Microsoft PowerPoint with PPTools mail merge plug-in (optional)

Real VNC Viewer or similar remote access viewer (optional)

GENERAL INFORMATION

MESS is designed for the National Fine Arts Festival and will be maintained and updated for that specific purpose.

The national Fine Arts office encourages those who use MESS for their event to provide for themselves a reliable alternative system as backup in case there is a lost Internet connection, the servers go down, etc.

If you see any errors or have any questions or statements regarding this manual, please e-mail faf@ag.org.

MAINTENANCE AND ENHANCEMENTS

Each fall the NFAF makes necessary changes and upgrades to MESS. From approximately September - December, MESS will be unavailable for new events.

If you experience problems with MESS during use, please contact us immediately. The national Fine Arts office is available during regular office hours (Monday – Friday, 8:00 a.m. - 4:30 p.m. CST) for assistance and can provide limited technical support. To contact us during business hours, please take a screen shot of the error (if available) and e-mail to faf@ag.org.

Evening and weekend assistance is available by calling National Coordinator Jack Trewern at 417.860.6789.

If you have suggestions for enhancements, please e-mail them to faf@ag.org. Suggestions will be considered based upon the cost and time vs. effectiveness for all district and national events.

LOGOUT

To use, simply select the box or boxes next to the role you want to log out of and click on the Submit button. It is vitally important for everyone with passwords to log out every time they are finished using MESS. If you do not log out, anyone who has access to your computer could change and/or add information to any area you are logged into, whether intentionally or unintentionally.

SET-UP

Requests to have an event set up in MESS should be made 1 to 3 months prior to the event. Larger events (300+ participants or multiple days) will require more time, while smaller events (>100 participants) may require less. Do not give yourself less than 1 month for any event.

You must call the National Fine Arts Festival at 417.862.2781,x 4458, or e-mail faf@ag.org with the following information to set up your event before you will be able to use any part of the software.

The NFAF will need the following information:

- Title: What the event is named
- Location: Where the event will take place
- Begin Date: First day of the event
- End Date: Last day of the event (can be the same as Begin Date)
- Contact Last Name: Last name of the contact person for the event
- Contact First Name: First name of the contact person for the event
- Contact Phone: Phone number of the contact person for the event
- Contact Extension: Optional extension of the contact person
- Contact E-mail: E-mail of the contact person for the event
- District: Official district associated with the event
- Fine Arts Year: Fine Arts year the event is associated with

After the national office puts this information into MESS, you will receive an e-mail prompting you to setup passwords. Be sure to write them down and give them to each person who will need to use MESS. You will not be able to set a password for the AutoScoring or NationalAdmin roles, as they are used for national events only.

If you lose or forget your passwords, you will need to contact the NFAF who will e-mail you the Scheduling Configuration password so you can change your lost passwords.*Password management is found in the Scheduling Configuration.

The national Fine Arts office will never see your passwords.

After initial password setup, you can access MESS at www.faf.ag.org/festival.

Choose your district Festival from the drop-down menu and enter your password into the correct role.

SITE MAP

*Indicates roles or functions that are for NFAF use only and are not discussed nor explained in the remainder of this manual.

§Indicates roles or functions that are used primarily for NFAF, but can be adapted for district use with proper IT or AV support.

Registration Role:

- Registration
 - Add Individual Registration
 - Define Group
 - Define Leader
 - Edit Registration
 - Manage Group Members
 - Edit Leader
 - Import Registration
 - Note Management
 - Upload Registrants
 - Main Menu
- Reports
- Logout

Scheduling/Configuration Role:

- Event Management
- Configuration Screens
 - General Configuration
 - Category Configuration
 - Round Complete
 - Check-In Instruction Configuration
 - Score Sheet Instruction Configuration
 - Password Management
 - *PC Identification
 - *Badge Printer Configuration
 - *Document Printer Assignments
- Main Menu
- Scheduling
 - Schedule Competition
 - Manual Scheduling
 - Competition Venue Listing
 - Top Number or Percentage Scheduling
- Main Menu
- Reports
- Logout

Scoring Role:

- Scoring
- Reports
- Logout

Check-In Role:

- Check-In
- Logout

§Results Monitors

- Results Monitor
- Schedule Display
- Logout

§Certificate Printer

- Document Distribution
- Search
- Configuration
- Main Menu
- Logout

*Auto-Scoring

SUGGESTED USE AND TIME LINE

PRE-FESTIVAL PLANNING (ONE MONTH+ PRIOR)

Pre-Festival Planning roles and functions may be done simultaneously and not in any particular order.

Registration

- Begin entering registrations.

Scheduling/Configuration

- Under Event Management, enter all venues.

Configuration Screens:

- Under General Configuration, complete the Time Zone adjustment to the location of your Festival.

- Adjust Category Configurations as necessary.

- Set the Celebration Service order here if you plan to use the Celebration Service reports on-site.

- Draft Check-In Instructions.

- Draft Score Sheet Instructions.

Scheduling

- Complete the Competition Venue Listing based on estimated needs.

Results Monitor

- Create Results Monitors and assign categories for scrolling.

PRE-FESTIVAL (LESS THAN ONE MONTH)

At this point all Pre-Festival roles and functions should be followed in this order to avoid complications.

Registration

- Finalize all registration entering.

- Run and print the Group Member report.

- Edit all group names for spelling & proper identification.

- Fix all groups of 1 or less, or groups with too many members, duplicate groups, etc.

- Run the Confirmation Letters report and/or Church Confirmation Letters report and mail.

- Run the Notes report to make contact and reach resolution on all outstanding problems.

- Run the T-shirt Size Totals report and submit your final order numbers (optional).

Scheduling/Configuration

- Run the Venue Time Needs report and Registrant Count report and double-check and finalize all previous settings under Event Management, Configuration Screens, and Competition Venue listing.

- Run the Schedule Verification Reports and make adjustments as necessary.

- Under Scheduling, click Schedule Competition. Allow up to 24 hours for MESS to finalize the schedule.

- If conflicts are evident, use the Manual Scheduling function to adjust.

- Run the Schedule Export and Non-Schedule Categories reports for printing or exporting the schedule and produce your Official Program.

Scoring

- Export, create, and print score sheets and/or score sheet labels using the Score Sheet Labels

report.

Export the Folder Labels report and create the Tally Room Runner envelopes.

Enter all pre-Festival evaluation scores. DO NOT DO THIS IF YOUR SCHEDULE HAS NOT YET BEEN RUN!

Print all summary sheets and certificates for pre-Festival evaluations.

If all certificates are created pre-Festival (for a rating sticker to be attached on-site) you may print those at this point using the Certificates Pre-Festival report.

Check-In

If you wish to complete Check-In prior to the Festival, run the Participating Churches report.

Check in each church, printing the Check-In Summary and each church's Chronological Schedule.

ON-SITE CHECK-IN

Registration

It is not recommended to register Participants on-site. (If you do, plan to have an alternate system for scheduling these events, or use the Manual Scheduling function in MESS.)

If on-site registration is used, it may be used in conjunction with Check-In.

The Registration role should also be used to fix name spelling or correct category mistakes.

Scheduling Configuration

If a student needs to be re-scheduled or if a scheduled category was missed, use the Manual Scheduling function to add them into MESS.

It is not necessary to log into Scoring to produce score sheets for these events. Simply use the Score Sheet Labels report.

Check-In

Check-In each church or individual, printing the Check-In Summary and each church's or individual's Chronological Schedule.

Pre-Festival evaluation sheets and certificates may be distributed at this time.

Use the Checked-In Registrants report and the Registrants Not Checked In report to ensure that check-in is running in a timely manner.

Results Monitors

Have the AV team set these up and begin scrolling Pre-Festival ratings results.

TALLY ROOM

Registration

The Registration role will be used at this point to edit names of individuals and students. Missed categories may still be added at this point.

Scheduling Configuration

Manual Scheduling can still be used to add missed category time slots. Again, Score Sheet Labels can run using the Score Sheet Labels report.

Scoring

This is the primary role used in the Tally Room.

Enter all scores as they come into the Tally Room.

Print the summary for each set of sheets and attach.

Use the Analysis - Room Rating Summary periodically to ensure balanced evaluations between multi-room categories.

Use the Analysis - Scheduled Not Scored to ensure steady return of score sheets to the Tally Room.

Certificate Printer

This role is not recommended for the district use unless proper IT support is obtained.

Instead, use the Certificates report incrementally to print certificates for scores that have been entered.

Match the Certificates to the score sheets and summary sheets and distribute to students.

CALLBACKS

Scheduling Configuration

Run the Analysis - Scheduled Not Scored report to verify that all scores for a category have been entered.

Once all scores have been entered, run the Advancing Results or the Top X Results report to determine the number of students to schedule for the callback round.

Under Top Number or Percentage Scheduling, select the category, round number, and number of students to schedule for the callback.

Under Configuration Screens, Round Complete, Check-Increment box for the callback category.

Export the appropriate callback schedule reports to export and distribute appropriately.

It may be necessary to utilize Manual Scheduling to resolve conflicts caused by the callback schedule.

CELEBRATION SERVICE

Log into any role that hosts the Reports function.

Run the Analysis - Scheduled Not Scores report to verify that all scores for each category have been entered.

Once all scores have been entered, run the Advancing Results report for each category.

Manually adjust scores (always adjust up) to reflect the Top 3 and Top 10 preferences of the evaluators.

Run the Final Round Results - Celebration Service Export to plug into your script and PowerPoint presentation.

Run the Final Round Results - Standard Export to print Celebration Service cards and to create your Top 10 list.

Run the Final Round Results Export - Award of Merit Export to print certificates for each AoM recipient.

REGISTRATION

The registration role will allow you to register participants and non-participants for your Festival. There are eight areas in this role as shown below.

Add Individual Registration

Define Group

Define Leader

Edit Registration

Manage Group Members

Edit Leader

Import Registrant

Note Management

Upload Registrants

Main Menu

HOW TO ADD INDIVIDUAL REGISTRATION

1. Search for the city and state of the individual's home church.
 - This is the city and state where the church is located. This is not where the registrant lives, and it is not necessarily the mailing address of the church.
2. Select Find after the information has been typed.
3. The system will pull a list of churches from the official Assemblies of God Church List that is updated weekly. Single click on the correct church for the individual you are registering.
4. If you have difficulty finding the church by the church city listed in MESS check two things:
 - A. Is the church official with the Assemblies of God? If it is not, it will not appear as an option unless you change the Customer Type. Even then, it may not appear in the list.
 - B. Visit www.ag.org and use the church directory to look up the recorded church information if they are an official AG church.
5. You will then see the personal information page.
6. Type in all information and select Add.
7. The next screen you will see is to Associate Leaders.
8. If a leader is already on file for the church, check the box, choose Associate, then Continue.
9. If there are no leaders on file for the church, choose Define Leader. (See How to Define A Leader) Once a leader is on file, check the box and choose Associate.
10. Multiple leaders may be selected for each students/church.
11. For non-participants, skip down to the summary page, number 19 below. For participants, MESS will pull up a screen with the individual categories listed. Select all appropriate individual categories by single left-clicking on the box to the left of the category name.
12. To deselect a category, simply click on the checked box.
13. The next screen you will see is for group categories.
14. If the group has not been made, click on the Define Group link, fill in the information, and select Create Group. It is important that you uniquely name each group so it is easily distinguished from every other group from the church.
15. You will now be able to select that group from the drop-down box.
16. When the group is selected in the drop-down box, you can add a student to that group by single left-clicking on the Join Group button, or remove him/her from that group by single left-clicking on the Remove From Group button.
17. The group name will be added to the Current Groups You Are a Part Of list. Also, the registrant's name will appear with all of the other participants who have already been put in that group in the Current Group Members list.
18. Next Step takes you to the summary page.

19. If there is a problem with the registrant/account, click Go To Notes.
20. If everything is complete with that registrant, single left-click the Return To Main Menu button to return to the main menu and skip down to number 25 below.

HOW TO DEFINE GROUP

1. This area searches according to the city and state of the registrant's church.
2. Enter the church's city and select the state from the drop-down box.
3. If all is selected in the state drop-down box, a list of states with an Assemblies of God church in the city you requested will be shown. Select the state you are looking for.
4. A list of churches in that city and state will appear. Select the registrant's church.
5. You will now be able to create a group. (See How to Add Individual Registration.)

HOW TO DEFINE LEADER

1. This area searches according to the city and state of the leader's church.
2. Enter the church's city and state from the drop-down box.
3. If all is selected in the state drop-down box, a list of states with an Assemblies of God church in the city you requested will be shown. Select the state you are looking for.
4. A list of churches in that city and state will appear. Select the leader's church.
5. You can now enter all information for the leader. (See How to Add Individual Registration.)

HOW TO EDIT REGISTRATION

1. The following search screen will appear. Fill out the information and click Find.
2. If you search with using a name, a list of registered names will appear, allowing you to edit the appropriate registration or see a summary of a student's registration.
3. A church name or group name search will allow you to Define Groups and Manage Group Members.

HOW TO MANAGE GROUP MEMBERS

1. This works in the same manner as Edit Registration.
2. Choose Define Group if you need to change the name or the type of category.
3. Choose Manage Group Members to change students in or out of a group.
4. Next to each student's name, check the box if the status needs to change, then click submit at the bottom of the page.

HOW TO EDIT LEADER

1. The following search screen will appear. Fill out the information and click Search.
2. A list of leader's names will appear, allowing you to edit the appropriate information.

HOW TO IMPORT REGISTRANT

1. This will only be used if you have sectional or zone Festivals before your district Festival.
2. Each Festival will need to be set up as a separate event. (Each sectional/zone is separate from the others and is separate from the district event.)
3. The search page similar to Edit Registration will appear. Type in information.
4. Choose the Import link and continue as you did in Add Registrant. The difference is that Importing allows you to see the categories the student verified in at the previous level.

HOW TO USE NOTE MANAGEMENT

1. The Notes page contains all of the notes on a specific church.
2. To add a new note, single left-click on the Go to Notes link from an individual's summary page.
3. Choose Add Note.
4. Fill in each field giving complete and detailed information and check the students that the note

applies to.

- Notes that are halted will produce the exclamation point icon next to the registrant's name when you Edit Registration, and will cause the confirmation letters to reflect that there is a problem, will alert the person checking the church in and will not allow scores to be entered for the person until the note is resolved..
5. Click Create Note.
 6. When you make a contact with the church leader, choose Add Contact.
 7. Fill in complete information and choose the notes that were discussed.
 8. Click Create Contact.
 9. When a note has been resolved, click the Mark as Resolved link under the Date Resolved column. Or, if you can resolve all problems at once, click the Resolve All Notes next to Add Note.
 10. Select Home to return to the main MESS page.

HOW TO UPLOAD REGISTRANTS FROM AN EXTERNAL ONLINE REGISTRATION

1. If you desire to use an online system, it is your responsibility to create a secure online registration portal and page.
 - MESS now offers the ability to upload external information.
 - MESS is not to be used as an Online Registration system as is. Do not give out your passwords nor the link to MESS, except to limited, trusted necessary staff members.
 - It is recommended to have an IT professional manage the upload process for you.
2. A formal request for permission to use the upload features (and to receive the category ID's and the official district church list from MESS) must be submitted for NLRC approvals. Please allow 2 - 4 weeks for approvals to be completed and access to the Upload features to be enabled.
3. The information MESS requires may be found in the four upload spreadsheets (found on the secure DFAC site).
 - Registrants File
 - Groups File
 - Group Members File
 - Presentations File
4. Check all files carefully before attempting to upload files.
 - Files must be saved as the PC version of .csv. MAC files will not upload correctly.
 - GUID's must be the same length as the examples on the sheets. There must be no identical GUID's.
 - Shirt size values must be the same as listed in MESS.
 - Gender values must be the same as listed in MESS.
 - The Consent to Share values are 1 for yes and 0 for no.
5. Ensure that all information is correctly formatted and included on the spreadsheets.
6. In MESS, click on Choose File and upload each of the four spreadsheets.
7. MESS will give an error message if any of the sheets are incomplete or inaccurate in any way.
8. Run several checks in MESS once the upload is complete to ensure accuracy of data.

SCHEDULING CONFIGURATION

The Scheduling Configuration role will allow you to schedule all the room availability, have the computer generate a performance schedule, etc. There are five areas in this role, as shown below:

EVENT MANAGEMENT

This is where you will input the rooms you have available to schedule competitions. All the rooms you have entered will be listed under the Title column.

1. To add a room, click on the Add New link.
2. Type in the name of the room and click the Add button.
3. The room name will appear under the Title column with any previous rooms you have entered.
4. To change the room's name, click on the Edit link beside the room name you want to change.
5. Now you can type in the new name, delete the room or cancel back to the previous page.
6. When entering rooms, be sure that you have every possible room and room configuration that you might use (e.g., 204/205, 204, 205).

CONFIGURATION SCREENS

There are seven functions under the configuration screens area as shown below:

General Configuration

Category Configuration

Round Complete

Check-In Instruction Configuration

Score Sheet Instruction Configuration

Password Management

Main Menu

GENERAL CONFIGURATION

Schedule Stagger

The default time is set to allow no less than 30 minutes between an individual students' presentation times. For example: A participant scheduled for one category at 8:00 a.m. would not be scheduled for the next category before 8:30 a.m.

Auto-Fill Score Sheet

The default is No.

This affects the default number in the score fields when the scoring screen first is pulled up for each participant in each category.

An example using the default No setting: The score fields for each evaluator would be at 0 before the scores are input manually.

An example using the Yes setting: The score fields for each evaluator would be set at maximum (5,10,15, and 10, respectively).

Time Zone Adjustment

Because the servers are in Springfield, Missouri, it will be necessary to make this adjustment if you are not in the Central Standard Time (CST) zone.

If your festival takes place outside of CST and you do not make adjustments, everything will have the wrong time.

The results of having the wrong time can range from just having the wrong time on reports to having incorrect scheduling of performance times.

CATEGORY CONFIGURATION

Category

This lists every official category and exhibition category.

Number of Rounds

This allows you to select the number of rounds the category will have at your festival.

Override Type

Default is set to two out of three. This means that if two of the three evaluators say the participant receives a Superior with Invitation, an advancement is given, even if the average score falls below 36.

It may also be set to have no override. With no override, the average of all three scores determines the rating.

Compete Time

The number in this box is how many minutes you want to allow that category to present. The stated times in the Official NFAF Rulebook are set as default.

When added with the number in the Judge Time box, it is the total number of minutes that will be scheduled before the next presentation for that category.

Judge Time

The number in this box is how many minutes you want to allow your evaluators between presentations.

When added with the number in the Compete Time box, it is the total number of minutes that will be scheduled before the next presentation for that category.

Schedule Competition Time

All performing categories should be set to Yes; Non-performing categories to No.

Automatic Subsequent Round Scheduling

If a category has more than one round, MESS will automatically schedule participants with advancing scores in the next round when toggled to yes.

If no is selected, callback rounds will need to be scheduled manually.

Schedule Lag Time

This tells the system to ensure there is a lag between the time when a score is entered and the next round performance time.

Restore Defaults

This resets the Category Configuration to the default settings.

ROUND COMPLETE

For categories that have more than one round, this allows you to change between the rounds. Choose Increment to close round, Decrement to return to previous round. For example, if Female Vocal Solo had two rounds, you would need to change to round two before you put the round two scores in the computer. Not changing rounds would cause you to replace the round one scores with the round two scores.

CHECK-IN INSTRUCTION CONFIGURATION

This is where you put the instructions people will receive on the page that prints off when they Check-In. Add New allows you to create new comments. Edit allows you to change or delete comments.

SCORE SHEET INSTRUCTION CONFIGURATION

This is where you put the instructions people will receive on the cover page that prints off with their scores. There can be different instructions depending on whether they were in an official category or exhibition and whether they advanced.

PASSWORD MANAGEMENT

To change your passwords:

1. Select the role from the drop down box.
2. Type in the new password.
3. Select how long the system will allow the user to remain idle before logging the user out.
4. Select Submit.
 - Note: Giving new passwords to a role that you do not have passwords for (e.g, AutoScoring) will not change anything, even if the system says that it has been updated successfully.

Write down your passwords, especially the Scheduling Configuration password. If you lose or forget them, the national office will be able to e-mail you the Scheduling Configuration password, allowing you to create new ones.

HOW TO USE SCHEDULING

There are six functions under the Scheduling area as shown below:

Schedule Competition

Manual Scheduling

Competition Venue Listing

Top Number or Percentage Scheduling

Reset Schedule

Main Menu

HOW TO SCHEDULE COMPETITION

The schedule MUST be run before you enter ANY scores.

1. Select your event from the drop-down box and Submit.
2. Wait for MESS to create a schedule for your Festival.
 - Repeating this process will cause you to lose the previous schedule and create a new one!
 - It is suggested to allow up to 24 hours for MESS to resolve scheduling conflicts in the background before running reports or exporting and schedule information.

MANUAL SCHEDULING

This allows you to add manual schedule adjustments in MESS after a schedule has been run.

If a time is already on file for the rescheduled event, you must delete it before you can add a new time.

If no times show as available, you will need to add time or rooms under the Competition Venue Listing. In rare instances, you can temporarily change the Schedule Stagger to allow for less time.

COMPETITION VENUE LISTING

This allows you to make rooms available on specific days, for specific times and for specific rounds of specific categories. This also allows the computer to schedule the individual performances. This should be done as close to the Festival as possible to account for all time configurations and changes in the schedule.

1. Selecting Add New takes you to the screen where all of this is made possible.
2. Select Venue (room) from the drop-down box and insert the date and the begin time and end time. Also, select the round and category from the drop down boxes.
3. Selecting Add takes you back to the previous page with the new room added to the list.

4. To include lunch breaks, break down your times (e.g. 9 a.m. -12 p.m., 1 p.m. – 6 p.m.)
5. If you would like to stagger when score sheets are picked up from each room, you can enter that here. The national office uses an initial stagger of 1 through 5, with subsequent pick-ups set to 5. Please see Reports for how to utilize this feature.

TOP NUMBER OR PERCENTAGE SCHEDULING

This allows you to only schedule a top number or percentage in any round (usually for round two or three).

RESET SCHEDULE

This allows you to undo the schedule. Once the schedule has been undone you can edit registrations, add registrants, etc.

CHECK-IN

Check-In allows you to check pre-registered people into your Festival. You may check people in according to individual or church. If someone tries to Check-In again, MESS will show the participant's initial check-in time and date and will not include that person in the shirt count.

HOW TO USE INDIVIDUAL CHECK-IN

1. Select Individual from the drop-down box and click Check-In.
2. Enter the individual's home phone number.
3. Select the individual who is checking in.
4. The registration summary page will appear for you to print off.
5. Select the Start Over link to Check-In another group or individual.

HOW TO USE CHURCH CHECK-IN

1. Select Church from the drop-down box and click on the Check-In button.
2. Enter the church's city and state and click on the Find button.
3. Select the church from the list that you want to Check-In.
4. The Registration Summary page will appear for you to print off.
5. If an individual from this church has already checked in, his/her T-shirt will not be included on the T-shirt Totals For This Church count.
6. Select the Start Over link to Check-In another group or individual.

SCORING

Scoring allows you to input registrants' scores.

How to Use SCORING

Do not enter any scores until after your schedule has been run.

1. Select the correct category from the drop-down menu.
2. Input the participant's ID number and press Enter on the keyboard.
3. Type the scores from each evaluator in the appropriate box, select any score deductions, ignore the Special Designation area and click the Average button. (The Special Designation selection was used by the programmers and is of no use for the festival.)
4. Print the Score Summary page before you click on the Return to Scoring Page link.

RESULTS MONITOR

This allows you to scroll the results for public viewing. The national office suggests securing an audio/visual person to set up all connections and run the screens.

HOW TO USE RESULTS MONITOR

1. To add a Results Monitor, click on the Add New link.
2. Fill out the information and click Add.
 - Monitor Mode: Results Monitor or Message Board
 - Monitor Description: Title to differentiate between other monitors
 - Monitor Title: Text that appears at the top of the screen
 - Scroll Delay: How fast the screen scrolls; Lower number = faster scrolling
 - Refresh Rate: How often (in seconds) the system checks for new records to display
 - Hours Before Record Expires: How many hours the Result Record will scroll through after they have been entered into the system
 - Message Board Title: Same as Monitor Title except for the Message Board option
 - Message Board Text: Text to scroll on message board
3. Select the categories you want this monitor to display and click the Submit button.
4. The monitor will be listed with any other monitors that have been added.
5. To run, single click on the Run link next to the corresponding monitor.

HOW TO USE SCHEDULE DISPLAY

Schedule display allows you to run specific round two or three (or Callback) categories scheduled on a specific screen.

1. To add a Schedule Display, click on the Add New link.
2. Fill out the information and click Add.

HOW TO SCROLL RESULTS REMOTELY

1. Obtain Real VNC Viewer or a similar remote viewing program and follow the recommended directions.

REPORTS

Choose the report, select the criteria, and choose Generate Report.

LOGGING IN

When running several of these reports, you may be asked to log into the reports server. To do so, simply enter the word “reports” as both username and password.

HTML (WEB PAGE) FORMAT

Advancing Results

Report of all Advance ratings. This may be filtered by category if desired.

All Results

Report of all ratings. This may be filtered by category if desired.

Analysis - Comprehensive Scanning Orphan Report

This is an NFAF only report.

Analysis - Room Rating Summary

Report showing the percentage of advancements in each room.

Analysis - Scanned Not Scored

This is an NFAF only report.

Analysis - Scanning Orphan Report

This is an NFAF only report.

Analysis - Scheduled Not Scored

Report showing registrants that have been scheduled, but have not had scores entered.

Checked-In Registrants

Report of registrants who have checked in.

Church Confirmation Letter

Generates confirmation letters specific to each church containing all registrant and group category information.

Confirmation Letter History

Allows you to view previously generated Confirmation Letters (Individual, not Church).

Confirmation Letters

Generates confirmation letters containing specific to each Individual.

Final Round Results

Report of the final results of the Festival.

Group Member Report

List of each registered group with all registered members.

National Award of Merit

Report of the top participant in the final round of each category.

Notes Report

Report of notes that have not been cleared.

Registrant Count

Number of registrants in each category and the grand total.

Registrants Not Checked In

List of individual registrants not checked in.

Schedule-Chronological

Listing of the competition times for the event logged into sorted chronologically.

Schedule-General

Listing of the competition times for the event logged into sorted by category and room.

Schedule Verification

Checks for potential schedule issues before and after the schedule is run.

T-shirt Size Totals

Breakdown of the total T-shirts needed in each size.

Top X Results

Report of the top number of participants in the specified category in each round.

Venue Time Needs

Report detailing how much total time is needed for each category according to the number of registrants and the time allotted per category.

TEXT FILE FORMAT

After running the text file reports in MESS you will see a screen that gives you Download Instructions. When you 'save target as...' be sure to give the file a unique name and save it to a memorable location such as your desktop.

Certificates

Provides a text file of students, their categories, and their ratings to merge onto a Certificate Template designed by you.

Certificates Pre-Festival

Provides a text file of students and their categories to merge onto a Certificate Template designed by you.

Final Round Results - Award of Merit Export

Provides a text file of the Award of Merit recipient (highest rating recipient) from the Final Round of each category.

Final Round Results - Celebration Service Export

Provides a text file of the top 3 participants and the Award of Merit recipient in each category for easy merging into a Celebration Service script and PowerPoint (with PPTools plug-in for mail merge).

Final Round Results - Standard Export

Provides a text file of the final round results for the specific number you desire. Top 3, Top 5, Top 10, etc.

Folder Labels

Provides a text file for you to label folders for picking up score sheets.

Leader Mailing Labels

Provides a text file of the leader name and address information for you to mail merge onto mailing labels.

Mailing Labels

Provides a text file of each individual registrant's name and address information for you to mail merge onto mailing labels.

Non-Scheduled Categories

Provides an export of Non-Schedule Categories and their participants.

Participating Churches

Provides a list of all churches with registrants.

Registrant E-mail Download

Provides a text file of e-mail addresses of students who gave permission to use e-mail.

Schedule Export

Generates text file of all scheduled events.

Score Sheet Labels

Provides a text file of all information needed to mail merge registrant information onto labels for your score sheets.

STL Artwork Donation

Provides a text file of all Art Division registrants who have given permission to donate their artwork to your Speed-The-Light art auction.

HOW TO MERGE TEXT FILES INTO WORD

1. Open a blank Word document.
2. Choose Tools, Letters and Mailings and Mail Merge.
3. On the side Mail Merge menu, choose the type of document you want.
 - Schedule Export will need to be set up as a directory.
 - Mailing Labels and Score Sheet Labels will need to be set up as labels.
 - Certificates will need to be set up as letters.
 - Using the Registrant E-mail Download report will allow you to create a mass e-mail to your registrants. To use this you will have to set it up as an e-mail message.
4. Choose Next: Starting document at bottom of side menu.
5. Choose Use the current document and then Next: Select recipients at bottom of side menu.
6. Choose Use an existing list then choose Browse.
7. Choose the text file for your current document.
8. Follow all instructions in the dialogue box. Click OK then choose Next: ... at bottom of side menu.
9. Choose More Items from the side menu.
10. Double click on the items that you want in your document.
11. In the body of the document, set tabs or space fields to desired fit.
12. Choose Next: ...
13. If you are not satisfied with spacing, choose Previous: ... and adjust spacing.
14. Once you are satisfied, choose Next: ...
15. Choose To New Document.
16. If you do not like the outcome, close the document (which will take you back to the merge) and adjust as necessary.

HOW TO MERGE TEXT FILES INTO EXCEL

1. Open a blank Excel document.
2. Choose Data, Import External Data, and Import Data.
3. Choose the text file for your current document.
4. In the dialogue box choose Delimited. Choose Next.
5. Deselect Tab and select Other. In the box type in " then choose Next.
6. Choose Finish.
7. Choose OK.
8. In the document, delete columns that are not needed, move columns into correct position, etc.

HOW TO MERGE TEXT FILES INTO PUBLISHER

1. Open a blank Publisher document.
2. Design the template for your certificates before running the mail merge.
3. Choose Tools, Mail and Catalogue Merge, and Mail and Catalogue Wizard.
4. Choose Mail Merge from the side menu. Choose Next: Select Data Source.
5. Choose Use an Existing List then Browse.
6. Choose the text file for your current document.
7. Choose Tab in the dialogue box. Choose Next: Create Your Publication.
8. Choose the fields for your document. Choose Next: Preview Your Publication.
9. If you are not satisfied, choose Previous: Create Your Publication.
10. If you are satisfied, choose Next: Complete the Merge.
11. Choose Create New Publication.

POST FESTIVAL

CHANGES

MESS will allow changes to registrant information and scoring for 2 weeks after the end date of your Festival. If you need to make scoring changes after that time, please e-mail faf@ag.org to have your Festival re-set to allow them.

RECORD KEEPING

MESS records are kept permanently on the server however it is strongly recommended that you run the All Results report as well as any others you deem necessary and print hard copies.

MESS ACCESS

To limit the length of the drop-down list, completed events will be removed from the drop-down list each fall. To re-gain access to a past event, please e-mail faf@ag.org.

ADVANCEMENT REPORTING

If your scoring was handled in MESS, there is no need to send separate reports to the NFAF.